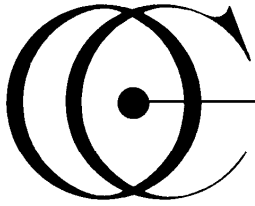


**OUTAGAMIE COUNTY**  
**REQUEST FOR BID**  
**FOR**  
**BOILER REPLACEMENT**  
**FOR THE**  
**OUTAGAMIE COUNTY REGIONAL AIRPORT**

**Due Date: July 18, 2013 – 2:00 p.m.**



# OUTAGAMIE COUNTY

410 S. WALNUT ST. APPLETON, WISCONSIN 54911  
ADMINISTRATION BUILDING

## FINANCIAL SERVICES

PHONE (920) 832-1680

### LEGAL NOTICE

Notice is hereby given that Outagamie County, Wisconsin is seeking Sealed Bids for the boiler replacement at the Outagamie County Regional Airport.

All bid documents and drawings could be downloaded from [www.outagamie.org](http://www.outagamie.org) then Bids/Proposals.

Bids will be received until 2:00 p.m., July 18, 2013 in the Purchasing Department, at which time they will be documented and publicly read. Bids received or tendered after that time and date will not be accepted. Actual receipt is required by said time; deposit in the mail is insufficient. Facsimile or email copies will not be accepted.

All bids shall be contained in a sealed envelope which is marked in a manner specified in the instructions. Said instructions and specifications are on file and may be obtained in the Purchasing office or can be downloaded from the Outagamie County website ([www.outagamie.org](http://www.outagamie.org)) located in the Bids/Proposals section.

Award of the contract to the successful bidder shall be based upon the bid determined most advantageous to the county after evaluating the specific criteria requested. Bidders must remain firm once submitted and may not be withdrawn for a period of sixty days, subject to provisions for correction of errors in the bid as contained in §66.0901, Wisconsin Statutes, Outagamie County Ordinance, and Administrative Rules.

Nicole Schoultz  
Outagamie County Purchasing Coordinator

## 1.0 Introduction and Background

The Outagamie County Regional Airport (Appleton, WI) is seeking bids for complete boiler replacement. This project includes the removal of the existing boilers, pumps, piping, venting, and electrical.

## 2.0 Scope of Work

Reference the following documentation for the scope of work –

- Section 15590 General Provisions
- Section 15591 Basic Materials & Methods
- Section 15592 Mechanical Systems Insulation
- Section 15593 Comfort Heating Boilers / Pumps
- H1 General Notes
- H2 Boiler Room Plans / Schedules

## 3.0 Site Visit

There will be no formal site visit. However, any Contractor who would like to visit the site, should contact Ryan Geiger at 920-585-5971 to arrange a time.

## 4.0 Bid Addendums / Vendor Questions

Any addendums and vendor questions that require clarification for all bidders will be posted online at [www.outagamie.org](http://www.outagamie.org) under Bids / Proposals.

## 5.0 AIA Document

AIA Document A101 with owner revisions will be the only contract used.

## 6.0 Bid and Performance Bond

Each bid submitted must be accompanied by a cashier's check, certified check, or a bid bond prepared on the surety's standard form duly executed by the bidder as principal and having as surety thereon a surety company licensed in the State of Wisconsin, in the amount of five percent (5%) of your total bid price, payable to the owner as a guarantee that if the bid is accepted, the successful bidder will execute and file with the owner within ten (10) days from the date the lowest responsible bidder's bid is accepted, the required insurance certificate, a performance bond and a labor and material payment bond, for the faithful performance of this project, and for the complete payment of all persons either performing labor or furnishing materials for the completion of this project. If the bidder fails to file such certificate and bonds within ten (10) days from the acceptance, the bid security shall be forfeited to the owner as liquidated damages. If you submit more than one bid, you need only to submit one bid bond in the amount of five percent (5%) of your highest bid price. Attorney's-in-fact who sign bid bonds, performance bonds, labor and material payment bonds must file with each bond a certified and currently dated copy of their power of attorney. **Failure to include the bid bond with your bid will result in the rejection of your bid.**

Checks used as bid security will be returned to all except the successful bidder within ten (10) business days of the award to the successful bidder. The bid security will be returned to the successful bidder upon satisfactory receipt of performance bond, certificate of insurance, payment bond, and /or any other forms required which may be pertinent to the

project. In the event the successful bidder is unable or unwilling to perform pursuant to the terms and conditions of its accepted bid, Outagamie County, may at its discretion, cause the forfeiture of the full amount of the security or bond.

The awarded contractor will be required to obtain a performance and payment bond equal to the contract sum.

**7.0 Direct Purchase of Materials**

The County shall purchase all pumps and boilers (through the awarded HVAC Contractor's supplier) directly to obtain the tax savings. On the bid form, you must include the total labor cost, the total material cost and the total lump sum bid.

**8.0 Liquidated Damages**

Final completion shall be no later than October 1, 2013. If the awarded contractor does not complete by then, liquidated damages, which will be equal to \$250.00 per day will be payable to Outagamie County.

**9.0 Insurance and Indemnification**

See Attachment A for the requirements of the awarded bidder.

**10.0 Restrictions**

Definitions:

Landside – Those areas on the airport customarily used by the public for access to the airport. These areas have no security restrictions and do not put ground vehicles in potential conflict with aircraft. Airside – The aircraft operations areas including those areas used for aircraft maintenance and storage. Any area of the airport which cannot be clearly identified as landside shall be considered to be airside.

Restrictions of the awarded contractor–

- The contractor cannot block any service roads and entrances to the airport without consent from authorized airport personnel. This also applies to shutdown of any utilities e.g. electrical, plumbing, sewer, telephone. Security and authorized personnel will be restricted.
- Comply with all airport regulations.
- Any saw cutting or floor penetration shall be coordinated with the building owner prior to any work beginning.
- The contractor shall provide a clean and quite work space during all hours of operation – including a no radio or smoking policy. Any violation of these policies may result in the removal of offending individual for airport property.
- Use of the elevator shall be limited, any time the elevator is used proper protection shall be provided by the contractor. Any required access to adjacent spaces for completion work related to this project shall be coordinated with building owner prior to any work beginning.
- The contractor shall have all employees read and sign the air operations area (AOA) training certification. The contractor will be required to keep a list of all workers who have completed the (AOA) training. Access to this project area shall be limited to those with proper AOA training. This is the contractor's responsibility.

- One foreman from the General Contractor and one foreman from each sub-contractor will be **required** to attend a Homeland Security meeting and watch security videos. A badged supervisor or foreman shall be present at all times. This will require fingerprinting and attending a training class. The cost for the fingerprint investigation is \$29 and SIDA badge is \$20 each. Any work inside the secured area will have to be done by either the SIDA badged employees or within supervision (escort) of the badged employee. The escort must remain with the unbadged employee at all times. The General Contractor, all office staff who are on site, as well as all sub-contractors, will be required to attend a security training session to meet all Homeland Security Requirements to be held at the Public Safety Building on the Airport grounds. This training session will be offered once and all personal working on the project will be required to attend. A scheduled date for the training session will be provided to the General Contractor after the project has been awarded. It shall be the responsibility of the General Contractor to coordinate with all sub-contractors the date of the training session. All cost related to the training and fingerprinting shall be paid by the contractor or sub-contractor.
- Contractor's equipment operating on the airport shall be marked by identifying marking or features such as appropriate names or logos. Contractor's personnel while on the airport shall be identified by contractor's logo on hats or apparel and each shall display an appropriate airport security badge while airside.

#### 11.0 **Contact Information**

All requests for further information should be directed as follows:

##### **Bidding Policies and Procedures**

Nicole Schoultz  
Purchasing Coordinator, Outagamie County  
(920) 832-6083  
[Nicole.Schoultz@outagamie.org](mailto:Nicole.Schoultz@outagamie.org)

##### **Site Information**

Ryan Geiger  
Facilities Maintenance, Outagamie County Regional Airport  
(920) 585-5971  
[Ryan.Geiger@outagamie.org](mailto:Ryan.Geiger@outagamie.org)

#### 12.0 **Clarification and/or Revisions to the Specifications and Requirements**

Bidder must examine the documents carefully and before submitting a Bid, may request from the County's contact person(s) additional information or clarification by the date specified in the document timetable. A Bidder's failure to request additional information or clarification shall preclude the Bidder from subsequently claiming any ambiguity, inconsistency, or error.

The County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addendum prior to the Bid due date. Bidders should rely only on the representations, statements or explanations that are contained in this document and any written addendum to this document. Where there appears to be a conflict

between the document and any addendum issued, the last addendum issued will prevail.

It is the Bidder's responsibility to assure receipt of all addenda. All documents will be posted online at [www.outagamie.org](http://www.outagamie.org) then Bids / Proposals. In addition, Bidder(s) may inspect the documents at the place where they are made available. Upon posting, such addenda shall become part of the document and binding on Bidder(s).

Also, Any questions that come up and require additional information will be posted online at [www.outagamie.org](http://www.outagamie.org) then Bids / Proposals.

#### 13.0 **County Reservation**

- a. This bid request does not commit Outagamie County to make an award or to pay any costs incurred in the preparation of a proposal in response to this bid.
- b. The bid will become part of Outagamie County's files without any obligation on Outagamie County's part.
- c. The bid shall not offer any gratuities, favors, or anything of monetary value to any official or employee of Outagamie County for any purpose.
- d. The vendor shall report to Outagamie County any manufacturer product price reductions, model changes, and product substitutions. No substitutions are allowed without prior approval from Outagamie County.
- e. Outagamie County has the sole discretion and reserves the right to cancel this bid and to reject any and all bids received prior to award, to waive any or all informalities and or irregularities, or to re-advertise with either an identical or revised specification.
- f. Outagamie County reserves the right to request clarifications for any bid.

#### 14.0 **Bid Submittal**

Include the following with your bid –

- Completed Bid Form (including acknowledgement of addendum if issued)
- References - a list of organizations, including points of contact (name, address, and telephone number), for similar work. These organizations may be contacted to determine the quality of work performed and personnel assigned to the project. Include a minimum of three and a maximum of five.
- Any Deviation from Requested Specifications
- Bid Bond

**15.0 Closing Date**

Outagamie County will receive sealed bids up to 2:00 p.m. Central Standard Time (CST), July 18, 2013.

Bids could be mailed or delivered to –

Outagamie County Purchasing

Attn: Nicole Schoultz

410 S Walnut St – 4<sup>th</sup> Floor

Appleton, WI 54911

The sealed envelope containing your bidder shall show the name of the bidder and must be clearly marked in the lower left hand corner "**Sealed Bid – Boiler Replacement**". Any bid or unsolicited amendments to a bid received after the closing date and time will not be considered.

Bids will be publically read at 2:00 p.m. July 18<sup>th</sup> in the Purchasing Department.

**16.0 Facsimile or Email of Bids**

Facsimile or email bids are not acceptable.

**17.0 Method of Procurement**

The method for this procurement is competitive sealed bid, pursuant to §66.0901 and Chapter 22 and 50 of the Outagamie County Code of Ordinances. After submission of the written bid, qualified bidders may be requested to make an oral presentation to a committee responsible for making final recommendations. The process allows for confidential negotiations and revisions with the lowest responsive/responsible contractor.

**18.0 Bid Evaluation Criteria**

All bids will be evaluated on the following criteria to insure the bidders have met the minimum requested criteria not necessarily shown in order of priority:

- Cost
- Specification compliance
- Quality
- Completion schedule

**OUTAGAMIE COUNTY BID FORM**  
**Boiler Replacement**

**Bid Due:** July 18, 2013 2:00 p.m. CST

**Send / Deliver Bids To:** Outagamie County Purchasing  
Attn: Nicole Schoultz  
410 S Walnut St – 4<sup>th</sup> Floor  
Appleton, WI 54911

MATERIAL PRICE \$ \_\_\_\_\_

LABOR & OTHER MISC PRICE \$ \_\_\_\_\_

**TOTAL LUMP-SUM BASE BID PRICE \$ \_\_\_\_\_**

Alternate #1 \$ \_\_\_\_\_

Alternate #2 \$ \_\_\_\_\_

**Include information as requested in Section 14.0 with your Bid**

**Acknowledgement of Addendum(s)**

Addendum \_\_\_\_\_ Date Issued \_\_\_\_\_

Addendum \_\_\_\_\_ Date Issued \_\_\_\_\_

Firm Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_